

# Civilian Hiring and Recruitment Tool (CHART)



*No Limits, No Boundaries*



# My Account

Department of the Navy  
**CIVILIAN HUMAN RESOURCES**

Civilian jobs that make a difference to our country and the world

[Home](#) [Search for Jobs](#) [Applicant Tools](#) [Applicant Information](#)

10/21/2003 9:04:31 PM

## Department of the Navy's Civilian Hiring and Recruitment Tool

### 1 Search for Jobs

➔ Search for current DON job openings.

### 2 Create Account

➔ Create a password-protected, personalized account.

### 3 Manage Account

➔ Edit your user account, resume, and job search agents.

- Same login password as old Resume Builder Account
- Not case sensitive
- Error message if not a match between SSN, password & email address



US NAVY



US MARINE CORPS

### LOGIN TO YOUR ACCOUNT!



SSN

PASSWORD

**SUBMIT**

[Forgot your password?](#)

### What's New...

**Important System Notice** - Due to system maintenance for HRSC-PAC and HRSC-SW, the ability to apply to some job opportunity announcements will be unavailable for approximately one week, beginning on October 17, 2003. Impacted job opportunity announcements will include a specific notice. We apologize for the

DON H

PIPEFIT  
Grade(s)  
Location  
CENTER  
SHOP

10/18/2003 - 10/21/2003



# My Account

Civilian jobs that make a difference to our country and the world

- Home
- Search for Jobs
- Applicant Tools
- Applicant Information

10/21/2003 9:04:31 PM

## Department of the Navy's Civilian Hiring and Recruitment Tool

### 1 Search for Jobs

- ➔ Search for current DON job openings.
- ➔ Apply for open job positions online.

### 2 Create Account

- ➔ Create a password-protected, personalized account.
- ➔ Build your resume and create automated job

### 3 Manage Account

- ➔ Edit your user account, resume, and job search agents.
- ➔ Review job applications, resume activity, and



US NAVY



US MARINE CORPS

### LOGIN TO YOUR ACCOUNT!



SSN

PASSWORD

SUBMIT

[Forgot your password?](#)

### DON Hot Jobs

#### PIPEFITTER WORKER

Grade(s): WG 08.

Location: GREAT LAKES,IL; NAVY PUBLIC WORKS CENTER; MAINTENANCE DEPARTMENT;PIPEFITTING SHOP

10/18/2003 - 10/21/2003

HACU, Anaheim, CA  
www.hacu.net

10/18/2003 - 10/21/2003

For password help, click the [Forgot your password link](#)

### What's New...

**Important System Notice** - Due to system maintenance for HRSC-PAC and HRSC-SW, the ability to apply to some job opportunity announcements will be unavailable for approximately one week, beginning on October 17, 2003. Impacted job opportunity announcements will include a specific notice. We apologize for the



# My Account

Department of the Navy  
**CIVILIAN HUMAN RESOURCES**

Civilian jobs that make a difference to our country and the world

[Home](#) [Search for Jobs](#) [Applicant Tools](#) [Applicant Information](#)

10/21/2003 9:44:36 PM

## Forgotten Password

Enter your SSN, Email Address, and Account Request Action. Click the 'Submit Request' button to have your hint emailed to you or your Account reset.

SSN

Email Address

Account Request Action

Select Account Request Action

Select Account Request Action

Email Password Hint

Reset User Account

Submit Request

- Enter SSN w/o dashes
- Input email address. Must match email address on file for hint or password to be reset or sent.
- Select Account Request Action
- If your email address has changed, [click here](#) and continue

## Quick Tips

### SSN

Enter your full SSN using no dashes (example 123331234).

### Email Address

You **MUST** enter the email address that is stored with your account. If the email address you enter does not match the email address on file, the hint will not be sent.

### Account Request Action

You may select to have your Password Hint emailed to you OR have your Account Password reset and emailed to you. As above, to receive either request the email address entered **MUST** match the email address on file in the CHART database. If your current email address doesn't match the address on file, [click here](#) to provide your old and new email address to the webmaster and request a reset.



# My Account

Civilian jobs that make a difference to our country and the world

[Home](#) [Search for Jobs](#) [Applicant Tools](#) [Applicant Information](#)

10/21/2003 9:57:29 PM

## My Account - Create Account

Required Fields are marked with an asterisk(\*).

### Name

First\*

Middle Initial

Last\*

To create an Account,  
complete all of the  
required fields

### Mailing Address

Street\*

City\*

# My Status

- Applicants get notification when they have been considered or selected for a position.
- Once filled or cancelled, status is available for 60 days.
- No status is available for external or “NR” announcements.
- Applicants can extend their resume within 30 days of their 12 month expiration date.



# My Status

Civilian jobs that make a difference to our country and

[Home](#) [Search for Jobs](#) [My Account](#) [Applicant Information](#)

9/2/2003

Department of the Navy's Recruitment Suite for Applicants

Click to view My Status

➔ **My Account**  
Change your password and contact information

➔ **My Job Interests**  
Review your current job applications

➔ **Search For Jobs**  
Search and apply for jobs

➔ **My Status**  
Check for actions on current job applications

➔ **My Searches**  
Create and edit automated search agents

➔ **My Notices**  
Check on resume status and review recent activity

➔ **My Resume**  
Create and edit your personal resume



YOU ARE

## What's New...

**Server down 5/22/03** - The server was down for maintenance on Wednesday, May 22, 2003 from Midnight EST to 11:00 AM EST.

**New Benefits Information Page**



# My Status

Civilian jobs that make a difference to our country and the world

## My Status

Select a Region From the List Below to View Resumes on File

To check the expiration date of Resumes you have on file in the Regional Service Centers, click the 'Check Resume Location' button below.

Check Resume Location

To view recent activity for your resume on the jobs you have applied to, select a Region from the drop-down list below and click the 'Select Region' button.

Select Region

Select Region

## Quick Tips

### General

You may use My Status to view the status of your resume for specific jobs you have applied to within Department of the Navy and to extend your resume expiration date.

### Where

By clicking the 'Check Resume Location' button, you can view the expiration date of your resume at a particular HRSC. If your resume is within 30 days of expiring, you have the opportunity to extend your resume by clicking the 'Extend Resume' button.

### How do I

check the status of my resume for specific jobs I have applied to?

Click Here to Check the Location and Expiration of Your Resume

## My Job Interests

Searching Regional Service Centers for Active Resumes

[previous](#)

# My STATUS

Your current resume status for each of the Regional Service Centers is identified below.

### Searching Regional Service Centers for Active Resumes (Report Date: 10/26/2003)

Checking Pacific Region:

Connection to Pacific Region failed

Please check back later to search again.

Checking Europe Region:

No active resume found in the Europe Region.

Checking Northeast Region:

No active resume found in the Northeast Region.

Checking Northwest Region:

No active resume found in the Northwest Region.

Checking Southeast Region:

No active resume found in the Southeast Region.

Checking Southwest Region:

Connection to Southwest Region failed

Please check back later to search again.

Checking East Region:

Active resume found in the East Region

Resume expires on 6/20/2004.

Applicant will be told what regions they do or do not have an active resume on file.

DONE



# My Status

Civilian jobs that make a difference to our country and the world

## My Status

Select a Region From the List Below to View Resumes on File

To check the expiration date of Resumes you have on file in the Regional Service Centers, click the 'Check Resume Location' button below.

Check Resume Location

To view recent activity for your resume on the jobs you have applied to, select a Region from the drop-down list below and click the 'Select Region' button.

Select Region ▼

Select Region

## Quick Tips

### General

You may use My Status to view the status of your resume for specific jobs you have applied to within Department of the Navy and to extend your resume expiration date.

### Where

By clicking the 'View Details' button through the Regional Service Centers, you can view the expiration date of your resume at a particular HRSC. If your resume is within 30 days of expiring, you have the opportunity to extend your resume by clicking the 'Extend Resume' button.

### How do I

By clicking the 'View Details' button through the Regional Service Centers, you can view the expiration date of your resume at a particular HRSC. If your resume is within 30 days of expiring, you have the opportunity to extend your resume by clicking the 'Extend Resume' button.

view the expiration date of your resume at a particular HRSC. If your resume is within 30 days of expiring, you have the opportunity to extend your resume by clicking the 'Extend Resume' button.

**How do I check the status of my resume for specific jobs I have applied to?**

Select the appropriate region from the drop down box and click the "Select Region" button



# My Status

Civilian jobs that make a difference to our country and

[Home](#) | [Search for Jobs](#) | [My Account](#) | [Applicant Information](#)

## My Status

Select a Region From the List Below to View Resumes on File

To view recent activity for your resume on the jobs you have applied for, select a Region from the drop-down list below and click the 'Select Region' button.

Please Select an HRSC ▾

Select Region

Internal applicants will receive status if they have been tracked to a requisition and the certificate has been issued. Applicants will also get a notice when their resume is within 30 days of expiration. There will be an option to extend the resume.

### Northwest Region (Report Date: 9/2/2003)

DON Recruitment Action Number	Status Date	Position Title, Pay Plan, Series, Grade	Codes	Job Location	Status of Your Resume	Position Status
CHARTTEST2	8/28/2003 10:46:55 AM	BOILER PLANT OPERATOR WG-5402-11	A2 S110	NSA NORFOLK NFH DET INDIAN HEAD INDIAN HEAD MD	Your resume has been reviewed and you were found not qualified for the position listed. Your resume does not indicate that you possess the required general experience to perform this position.	FILLED

[Contact the Webmaster](#) | [Privacy and Security Notice](#) | [OSC WPA Guidelines](#) | [Freedom of Information Act](#) | [Site Map](#)

Deputy Assistant of the Secretary of the Navy (Civilian Human Resources)  
This is an Official U.S. Navy Web Site



# My Resume

Civilian jobs that make a difference to our country and the world

[Home](#) [Search for Jobs](#) [My Account](#) [Applicant Information](#)

9/3/2003 2:26:16 PM

## Department of the Navy's Recruitment Suite for Applicants

Log in and then click on  
My Resume

→ **My Account**  
Change your password and contact information

→ **Search For Jobs**  
Search and apply for jobs

→ **My Searches**  
Create and edit automated search agents

→ **My Resume**  
Create and edit your personal resume

→ **My Job**  
Review your current job applications

→ **My Status**  
Check for actions on current job applications

→ **My Notices**  
Check on resume status and review recent activity



U.S. NAVY



USMC

YOU ARE LOGGED IN



LOG OUT

### What's New...

**Server down 5/22/03** - The server will be down for maintenance on Wednesday, May 22, 2003 from Midnight EST to 4:00 AM EST.

**New Benefits Information Posted** - Check out the benefits section for new benefits information that we have posted.

**New DASH(CHR) Appointed** - Read the greetings message to Navy's DCPs, CDEEOOs, and HROs.

**New National Security Personnel Web Site** - DOD's CPMS created a web site to include analysis of NSPS, breaking news, related legislative initiatives, and more.

[View more news](#)

### DON Hot Jobs

#### INTELLIGENCE SPECIALIST

Grade(s): GS 11, 12.  
Location: WASHINGTON, DC  
Closing Date: 9/16/2003

#### FAMILY ADVOCACY TRAINING SPECIALIST

Grade(s): AD 7, 9.  
Location: KEYPORT, WASHINGTON  
Closing Date: 9/12/2003 (Midnight Central Standard Time)

#### PHYSICAL SCIENCE TECHNICIAN

Grade(s): DA 3.  
Location: SAN DIEGO, CALIFORNIA  
Closing Date: 9/27/2003 (Midnight Central Standard Time)

### Upcoming Events

#### 06/16/03 - 06/21/03

LULAC, Orlando, FL. Hispanics Recruiting. [www.lulac.org/Events.html](http://www.lulac.org/Events.html)

#### 6/16/03 - 6/16/03

NAACP Diversity Career Fair, Charlotte, NC. Diverse Professionals Recruiting. [www.naacpcareerfair.com](http://www.naacpcareerfair.com)

#### 6/24/03 - 6/24/03

NAACP Diversity Career Fair, Boston, MA. Diverse Professionals Recruiting. [www.naacpcareerfair.com](http://www.naacpcareerfair.com)

My Resume

# My Resume

You may select a specific section to Edit or Complete

- My Resume Home**
- 1. Contact Information
  - 2. Eligibility
  - 3. Education
  - 4. Work History
  - 5. Other Work Related History
  - 6. U.S. Military Service
  - 7. Additional Data Sheet

OR

Build Resume

Action

Preview Resume

Select the section you want to work on or click the “Build Resume” Button

**General Instructions**  
Please enter your information as you would like it to appear. Provide all of the requested information. For more information on how to prepare your resume check out our How to Prepare a Resume and Sample Resume and Sample Resume information. To submit a resume, you must apply directly from a job opportunity announcement. Go to Search for Jobs, locate and open the announcement you wish to apply on and use the Apply Now Button. From there go to My Resume and use the Submit Button.

**Required Fields**  
There are several required fields on this form. They are identified with asterisks "\*". You will not be able to submit your resume for a position if any required information is missing.

**Navigation**  
Use the TAB key to move to the next data field or SHIFT-TAB to go back to the previous field.

- 5. [Other Work Related History](#)
- 6. [U.S. Military Service](#)
- 7. [Additional Data Sheet](#)

Last\*

DoDo

### Mailing Address

Street\*

223 fun st

City\*

Hurricane

State\*

NC

Zipcode\*

22222

- 2222

Country

(If other than

### Phone Number(s) and Email

For overseas numbers, please enter as shown: (011) 40 6181-6

Contact Phone Number\*

(757)

333

9361

ext.

Work Phone Number

(757)

396

6666

ext.

DSN

( )

ext.

E-Mail Address

Denise\_Moyer@east.hroc.mil

If you would like a copy of your resume electronically sent to you, please ensure the email address above is correct.

# My Resume

## Contact Information

Input or edit  
information as needed.  
All required fields  
designated with an  
asterisk(\*).

<< My Resume Home

Save & Go Back

Save & Exit

Save & Continue

Skip Step 1 >>>

- 2. [Eligibility](#)
- 3. [Education](#)
- 4. [Work History](#)
- 5. [Other Work Related History](#)
- 6. [U.S. Military Service](#)
- 7. [Additional Data Sheet](#)





Are you a current permanent Department of Defense Civilian Employee?\* 

# My Resume

Are you a Current Permanent Federal Civilian Employee?\* 



☒ No ☐ Yes

Current or Former Federal Civilian Employees - Are you?




- ☐ Interchange Agreement Eligible (e.g., NAF, CIPMS, DCIPS, etc.) 
- ☐ Executive Order 12721 Eligible 
- ☐ Interagency Career Transition Assistance Program Eligible (ICTAP) 
- ☐ Reinstatement Eligible 

Are you the spouse of a Relocating Military Member or Relocating DoD Civilian?  ☒ No ☐ Yes

Veterans - Are you?

- ☐ Veterans' Recruitment Appointment and/or 30% or More 
- ☐ Veterans' Employment Opportunity Act Eligible 

Others - Are you?

- ☐ Person with Disability 
- ☐ Outstanding Scholar 
- ☐ Current Student 

Overseas Applicants Only - Are you?

- ☐ Overseas Military Spouse Preference Eligible 
- ☐ Overseas Family Member Preference Eligible 
- ☐ Overseas Limited Appointment Eligible 

None of the Above

If none of the above categories apply to you, you may still apply for Department of the Navy job announcements.

## Eligibility Information

Applicant is to select all categories that apply. Detailed information is available for each category by click the “?” to the right of the category.



# My Resume

Department of the Navy  
CIVILIAN HUMAN RESOURCES

Civilian jobs that make a difference to our country and the world

[Home](#) [Search for Jobs](#) [My Account](#) [Applicant Information](#)

9/3/2003 11:34:16 AM

## My Resume - Education

Required Fields are marked with an asterisk(\*).

### Resume Sections

1. [Contact Information](#)
2. [Eligibility](#)
3. **[Education](#)**
4. [Work History](#)
5. [Other Work Related History](#)
6. [U.S. Military Service](#)
7. [Additional Information](#)

### High School or GED

High School

South Kitsap

City, State, Country (if other than the U.S.)

Port Orchard, Washington

Year Completed Diploma or GED equivalent

1986 (yyy)

High School Diploma

### Higher Education

For degrees, you are required to provide the school name, degree type and the graduation year. For certification, you are required to provide the certification type and the year the certification was received (graduation year).

College, University or Technical/Vocation School

City, State, Country (if other than the U.S.)

Major

Type of Technical/Vocational Certificate Received

Year Completed Type of Degree

(yyy)

GPA Based on a Scale of

Total Credit Hours Earned

Type

Input education

2. [Eligibility](#)
3. [Education](#)
4. **[Work History](#)**
5. [Other Work Related History](#)
6. [U.S. Military Service](#)
7. [Additional Data Sheet](#)

Start Date	End Date	Employer	Position	Action
09/2002	09/2003	Bank	Bank Teller	<a href="#">Edit</a>   <a href="#">Delete</a>
09/2000	09/2001	here	HR Spec	<a href="#">Edit</a>   <a href="#">Delete</a>
09/1996	09/1998	here	Math Teacher	<a href="#">Edit</a>   <a href="#">Delete</a>
09/1995	9/1996	HRSC EAST	HR Spec	<a href="#">Edit</a>   <a href="#">Delete</a>
09/1980	09/1984	here	Math Teach	<a href="#">Edit</a>   <a href="#">Delete</a>

# My Resume

Enter the following information beginning with your most recent paid or volunteer work experience. Please list those experiences that are relevant to the kinds of positions you wish to be considered. There is space to include up to six (6) different work experiences.

## Position Information

Position Title\*

Start Date\*

(mm/yyyy)

End Date\*

(mm/yyyy or leave blank for present)

Average Number of Hours Worked

(per week)

## If Federal civilian position

Pay Plan

Series

Grade/Level

If promoted in this position, what was the date of the last promotion?

(mm/yyyy)

Are you a temporary employee? ☐ Yes ☐ No

Are you on a temporary promotion? ☐ Yes ☐ No

## Work Experience

Current experiences show up at the top of the screen. You can edit or delete an experience. Resume is still limited to 6 experience blocks.

## [My Resume Home](#)

1. [Contact Information](#)
2. [Eligibility](#)
3. [Education](#)
4. [Work History](#)
5. **Other Work Related History**
6. [U.S. Military Service](#)
7. [Additional Data Sheet](#)

# My Resume

## Other Work Related History

Identical to old  
resume builder.

### Professional Training

List any courses that you have completed and consider relevant to your career goal(s). Please include course name, length, and completion date.(limited to 5000 Characters)

**Example:** Supervising Civilian Employees, 40hrs, 6-98;Defense Cost and Price Analysis , 80hrs, 08-97.

EXCEL and ACCESS Training

### Professional Licenses and Certificates

List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any. (limited to 1500 Characters)

**Example:** Certified Public Accountant (CPA), Illinois, 06-95.

If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category such as contracting, purchasing, communications-computer systems or manufacturing and production.

**Example:** DAWIA Level III Certification (Contracting), 08-96.

Typing 65 wpm

### Performance Ratings, Awards, Honors, and Recognitions

List performance ratings, awards, honors, and recognitions received, including date(s) of receipt. (limited to 1500 Characters)

**Example:** Outstanding rating 06-99, 06-98; Performance Award 07-99, 08-98; Special Act Award 01-99, 02-98.

mvp

[My Resume Home](#)

1. [Contact Information](#)
2. [Eligibility](#)
3. [Education](#)
4. [Work History](#)
5. [Other Work Related History](#)
6. **[U.S. Military Service](#)**
7. [Additional Data Sheet](#)

If you have served on active duty in the U.S. military (other than active duty for training), please provide the following information

For all periods of active duty military service, list dates (from and to) and branch of service

From (mm/yyyy)	To (mm/yyyy)	Branch of Service
<input type="text" value="08/1980"/>	<input type="text" value="08/1984"/>	<input type="text" value="U.S. Navy"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you were a reservist/guard called or ordered to active duty, list dates (from and to) and branch of service

From (mm/yyyy)	To (mm/yyyy)	Branch of Service
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

List any campaign badges and/or expeditionary medals received  
300 Characters)

If currently active duty in the U.S. Military, provide anticipated date

 (mm/dd/yyyy)

#### Discharge Information

Type of Discharge

If discharged prior to full period of active duty, give reason

# My Resume

## U.S. Military Service

All applicants with active duty military service need to provide this information.

Additional questions have been added to this section.

**Resume Sections**[My Resume Home](#)

1. [Contact Information](#)
2. [Eligibility](#)
3. [Education](#)
4. [Work History](#)
5. [Other Work Related History](#)
6. [U.S. Military Service](#)
7. [Additional Data Sheet](#)


Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions.

Are you a United States citizen?\* ☐ Yes ☒ No

Please indicate if you are interested and available for any of the following types of positions\*

- ☒ Part Time
- ☒ Temporary (positions lasting less than 1 year)
- ☒ Term (positions lasting 1 year or more, but less than 4 year)
- ☒ Shift Work
- ☐ Intermittent (on-call)
- ☐ Not interested/available in any of the above types of position

How many days per month would you be available for work-related activities?

1-2 Days 

Do you claim an entitlement to veterans' preference for hiring\*

(NOTE: Service members must have been separated with an honorable or general discharge. In general, military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. Veterans' preference information may be obtained from the [Department of Labor](#). You may also click on the preference option for additional information regarding that preference.)

- ☐ No Veterans' Preference
- ☐ 5-Point Preference 
- ☐ 10-Point Disability Preference 
- ☐ 10-Point Compensable Disability Preference 
- ☐ 10-Point Derived Preference 
- ☒ 10-Point 30% Compensable Preference 

What is the lowest salary that you will accept\*

# My Resume

## Additional Data Sheet

Answers to these questions determine if you are referred for vacant positions.

**What is the lowest Federal civilian pay plan and grade you will accept\***

Please check the [Office of Personnel Management](#) to view Federal pay rates. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.

Pay Plan:  Grade:

# My Resume

**If you are a current/former Federal civilian employee, what is/was the highest permanent pay plan and grade you have held**

Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.

Pay Plan:  Grade:

**Can you type/keyboard at a minimum speed of 40 words per minute\*** ☒ Yes ☐ No

**If you are applying for a Firefighter, Law Enforcement, or Air Traffic Controller position, please provide your date of birth**

(mm/dd/yyyy)

**Please select all applicable geographical locations for which you desire job consideration. You can select or deselect multiple locations by simultaneously hitting the Ctrl key and left clicking on your mouse.\***

Anchorage, AK
Elmendorf Air Force Base, AK
Auburn, AL
Fort Rucker, AL
Hoover, AL
Montgomery, AL
Redstone Arsenal, AL
Tuscaloosa, AL
Camden, AR
Camp Joseph T Robinson, AR
Little Rock, AR
Flagstaff, AZ
Phoenix, AZ
Scottsdale, AZ
Tucson, AZ
Yuma, AZ

## Additional Data Sheet

Use the Ctrl Key to select multiple locations.

# Apply For Jobs

- To apply for a position, the applicant must be **logged on** in CHART.
- Applicants with no appointability will only be able to apply for external announcements.



# Apply For Jobs

Civilian jobs that make a difference to our country and the world

[Home](#) [Search for Jobs](#) [My Account](#) [Applicant Information](#)

9/3/2003 2:26:16 PM

## Department of the Navy's Recruitment Suite for Applicants

→ **My Account**  
Change your password and contact information

→ **Search For Jobs**  
Search and apply for jobs

→ **My Searches**  
Create and edit automated search agents

→ **My Resume**  
Create and edit your personal resume

Log in and select “Search For Jobs.”

→ **My Status**  
Check for actions on current job applications

→ **My Notices**  
Check on resume status and review recent activity

### DON Hot Jobs

#### INTELLIGENCE SPECIALIST

Grade(s): GS 11, 12.  
Location: WASHINGTON, DC  
Closing Date: 9/16/2003

#### FAMILY ADVOCACY TRAINING SPECIALIST

Grade(s): AD 7, 9.  
Location: KEYPORT, WASHINGTON  
Closing Date: 9/12/2003 (Midnight Central Standard Time)

#### PHYSICAL SCIENCE TECHNICIAN

Grade(s): DA 3.  
Location: SAN DIEGO, CALIFORNIA  
Closing Date: 9/27/2003 (Midnight Central Standard Time)

### Upcoming Events

#### 06/16/03 - 06/21/03

LULAC, Orlando, FL. Hispanics Recruiting. [www.lulac.org/Events.html](http://www.lulac.org/Events.html)

#### 6/16/03 - 6/16/03

NAACP Diversity Career Fair, Charlotte, NC. Diverse Professionals Recruiting. [www.naacpcareerfair.com](http://www.naacpcareerfair.com)

#### 6/24/03 - 6/24/03

NAACP Diversity Career Fair, Boston, MA. Diverse Professionals Recruiting. [www.naacpcareerfair.com](http://www.naacpcareerfair.com)



US NAVY



USMC



YOU ARE LOGGED IN

[LOG OUT](#)

### What's New...

**Server down 5/22/03** - The server will be down for maintenance on Wednesday, May 22, 2003 from Midnight EST to 4:00 AM EST.

**New Benefits Information Posted** - Check out the benefits section for new benefits information that we have posted.

**New DASH(CHR) Appointed** - Read the greetings message to Navy's DCPs, CDEEOOs, and HROs.

**New National Security Personnel Web Site** - DOD's CPMS created a web site to includes analysis of NSPS, breaking news, related legislative initiatives, and more.

[View more news](#)

You may re-sort your search results by clicking on any of the column titles.

# Apply For Jobs

New Search

Annmt Number	Closing Date	Title	PP-SERS-GR	Salary Range	Job Location
<a href="#">EAST0855</a>	OPEN CONTINUOUS	ELECTRONICS ENGINEER	GS-0855-05 ,06 ,07 ,08 ,09 ,10 ,11 ,12 ,13 ,14 ,15	\$24,000 - \$120,000	Cherry Point, NC
<a href="#">EAST2003</a>	OPEN CONTINUOUS	SUPPLY MANAGEMENT ANALYST / SPECIALIST / OFFICER	GS-2003-05 ,06 ,07 ,08 ,09 ,10 ,11 ,12 ,13 ,14 ,15	\$24,000 - \$120,000	Guantanamo Bay, Cuba ; Washington, DC Albany, GA ; Cherry Point, NC ....
<a href="#">EAST0510</a>	OPEN CONTINUOUS	ACCOUNTANT / ACCOUNTING OFFICER	GS-0510-05 ,06 ,07		Washington, DC IC ....
<a href="#">EAST0525</a>	OPEN CONTINUOUS	ACCOUNTING TECHNICIAN	GS-0525-02 ,03 ,04		Washington, DC IC ....
<a href="#">EAST0341</a>	OPEN CONTINUOUS	ADMINISTRATIVE OFFICER	GS-0341-05 ,06 ,07		Washington, DC IC ....
<a href="#">EAST0861</a>	OPEN CONTINUOUS	AEROSPACE ENGINEER	GS-0861-05 ,06 ,07		
<a href="#">EAST5306</a>	OPEN CONTINUOUS	AIR CONDITIONING EQUIPMENT MECHANIC	WD-5306-05 ,06 ,07 WG-5306-01 ,02 ,03 WL-5306-09 ,10 ,11 ,12 WS-5306-09 ,10 ,11 ,12		Washington, DC IC ....
<a href="#">EAST2152</a>	OPEN CONTINUOUS	AIR TRAFFIC CONTROL SPECIALIST	GS-2152-05 ,06 ,07 ,08 ,09 ,10 ,11 ,12 ,13 ,14 ,15	\$24,000 - \$120,000	Guantanamo Bay, Cuba ; Washington, DC Albany, GA ; Cherry Point, NC ....
<a href="#">EAST8862</a>	OPEN CONTINUOUS	AIRCRAFT ATTENDANT	WG-8862-05 ,06 ,06 ,07 ,07 ,08 WL-8862-06 ,07 ,07 ,08 WS-8862-04 ,05 ,05 ,06 ,06 ,07 ,07 ,08	\$28,000 - \$57,000	Washington, DC ; Cherry Point, NC ; Jacksonville, NC ; Alexandria, VA ....
<a href="#">EAST8602</a>	OPEN CONTINUOUS	AIRCRAFT ENGINE MECHANIC	WD-8602-05 ,06 ,07 ,08 ,09 WG-8602-04 ,05 ,06 ,07 ,08 ,09 ,10 ,11 WL-8602-08 ,09 ,10 WS-8602-08 ,09 ,10 ,11	\$26,000 - \$63,000	Cherry Point, NC ; Virginia Beach, VA
<a href="#">EAST8602</a> <a href="#">-GB-FL</a>	OPEN CONTINUOUS	AIRCRAFT ENGINE MECHANIC (PNEUDRAULIC SYSTEMS)	WG-8602-08 ,09 ,10	\$36,000 - \$47,000	Cherry Point, NC
<a href="#">EAST8852</a>	OPEN CONTINUOUS	AIRCRAFT MECHANIC	WD-8852-05 ,06 ,07 ,08 ,09 WG-8852-05 ,06 ,07 ,08 ,09 ,10 ,11 WL-8852-07 ,08 ,09 ,10 ,11	\$28,000 - \$60,000	Washington, DC ; Cherry Point, NC ; Jacksonville, NC ; Alexandria, VA ....
<a href="#">EAST8840</a>	OPEN CONTINUOUS	AIRCRAFT MECHANICAL PARTS REPAIRER	WD-8840-05 ,06 ,07 ,08 ,09 WG-8840-04 ,05 ,06 ,07 ,08 ,09 ,10 ,11 WL-8840-08 ,09 ,10 ,11 WS-8840-09 ,10 ,11	\$26,000 - \$63,000	Cherry Point, NC
<a href="#">EAST0808</a>	OPEN CONTINUOUS	ARCHITECT	GS-0808-05 ,06 ,07 ,08 ,09 ,10 ,11 ,12 ,13 ,14 ,15	\$24,000 - \$120,000	Guantanamo Bay, Cuba ; Washington, DC Albany, GA ; Cherry Point, NC ....
<a href="#">EAST5823</a>	OPEN CONTINUOUS	AUTOMOTIVE MECHANIC	WG-5823-01 ,02 ,03 ,04 ,05 ,06 ,07 ,08 ,09 ,10 ,11 ,12 WL-5823-07 ,08 ,09 ,10 ,11	\$19,000 - \$62,000	Guantanamo Bay, Cuba ; Washington, DC Albany, GA ; Cherry Point, NC ....

From the search results,  
select the announcement  
number of the job you want  
to apply into.

## Job Announcement Detail

To print this announcement, click on your right mouse key and select the Print function.

### Announcement Information

**Announcement Number:** EAST4602

**Closing Date:** OPEN CONTINUOUS

**Open Date:** Nov 20 2000

# Apply For Jobs

### Position Information

**Title:** BLOCKER & BRACER

**Pay Plan - Series - Grade:** WG-4602-07 ,08 ,09  
WS-4602-07 ,08 ,09

### Salary Range

\$31,000 - 60,000 per annum

### Location(s)

Jacksonville, NC  
Norfolk, VA

### Area of Consideration

THIS INVENTORY RECRUITMENT ANNOUNCEMENT IS USED TO ESTABLISH AN INVENTORY OF CANDIDATES IN THE STANDARD AUTOMATED INVENTORY AND REFERRAL SYSTEM (STAIRS). THE INVENTORY MAY BE USED TO FILL PERMANENT OR TEMPORARY VACANCIES AS THEY OCCUR AT ACTIVITIES SERVICED BY HF EAST WITHIN THE GEOGRAPHIC AREAS IDENTIFIED ABOVE.

Management will specify the area of consideration for specific vacancies.

### Who May Apply

CURRENT PERMANENT (DEPARTMENT OF NAVY, DEPARTMENT OF DEFENSE, FEDERAL) EMPLOYEES ON CAREER OR CAREER CONDITIONAL APPOINTMENT

The details of the Announcement are displayed. The applicant needs to read the announcement carefully and if eligible to apply, scroll to the bottom of the announcement.

# Apply For Jobs

## Pre-Employment Requirements

Selectees may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination, agility test, pre-employment drug test, and/or participation in the Anthrax vaccine immunization program if applying for an emergency essential position. Selectees required to meet one or more of these employment conditions before appointment will receive a tentative offer of employment. An offer of employment may be rescinded if the selectee fails to report to any of the scheduled appointments, fails the medical/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.

## Displaced Federal Employees

PRIORITY PLACEMENT/CONSIDERATION PROGRAMS: All positions are subject to mandatory consideration and placement. If you are a former employee of a non-DOD Federal agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program. For more information, refer to [www.opm.gov](http://www.opm.gov).

## Equal Employment Opportunity

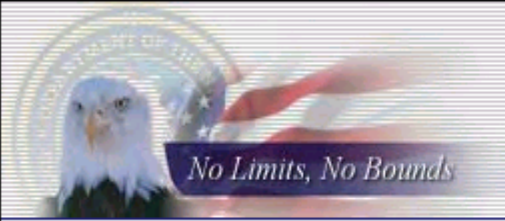
The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration regardless of race, color, sex, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who need an accommodation should contact the Equal Employment Opportunity staff at HRSC East (757) 396-7858, DSN: 961-7858 to request such requests. The decision to grant an accommodation will be made on a case-by-case basis.

At the bottom of the page is the “Apply Now” button. To apply for this position click “Apply Now.”

**Apply Now** ➔

Close Window



# Apply For Jobs

Civilian jobs that make a difference to our country and the world

## My Job Application

The Status of Your Job Application is Identified Below

### Application Status

You do not have an active resume on file at the Human Resources Service Center EAST. To submit your resume for this position, please click the 'Go to My Resume' link below and submit your resume.

[Go to My Resume](#) | [Cancel Application](#)

Deputy Assistant Secretary of the Navy (Civilian Human Resources)  
This is an Official U.S. Navy Web Site

The system checks to see if the applicant has a resume in the system. Application Status gives the applicant information on the status of their resume at the region that posted the announcement. When no resume on file, the applicant is directed to “Go To My Resume.”

You may select a specific section to Edit or Complete

# Apply For Jobs

## My Resume Home

1. [Contact Information](#)
2. [Eligibility](#)
3. [Education](#)
4. [Work History](#)
5. [Other Work Related History](#)
6. [U.S. Military Service](#)
7. [Additional Data Sheet](#)

OR

Build Resume

## Action

Preview Resume

Submit Resume

Cancel Submission

## Quick Tips

### General Instructions

Please enter your information in the resume builder fields as you would like it to appear in your resume. Be sure to provide all of the requested information. For more information on how to prepare your resume check out our [How to Prepare a Resume and Sample Resume](#) and [Sample Resume information](#). To submit a resume, you must apply directly from a job opportunity announcement. Go to Search for Jobs, locate and open the announcement you wish to apply on and use the Apply Now Button. From there go to My Resume and use the Submit Button.

### Required Fields

There are several required fields on this form. They are identified with asterisks "\*". You will not be able to submit your resume for a position if any required information is missing.

### Navigation

Use the TAB key to move to the next data field or SHIFT-TAB to go back to the previous field.

### What to Avoid

Do not use signs and symbols such as % # \* = or other bullet symbols. Use @ sign only in the designated E-Mail Address Block.

### Saving

As with any on-line program, you may get disconnected or timed out from our resume builder without advance notification. This may be due to your Internet Service Provider, the configuration settings of your personal computer or a variety of other reasons. To avoid losing your resume data in this event, it is recommended that you periodically save your data.

Applicant will be directed back to “My Resume.” If the resume in the builder is current, then click the “Submit Resume” button to send to the appropriate region. If the applicant is a first time user, then they must first build a resume before submitting.



# Apply For Jobs

Civilian jobs that make a difference to our country and the world

## My Resume

View your Resume below. To print your resume, select your browser print button or right click and select the print function.

Submit Resume

Cancel

Submit Resume

Cancel

Jane Doe  
1234 Lookout Lane  
Anywhere, VA 11111

**Contact Phone:** (757) 396-7585

**Work Phone:** (757) 396-7585

**DSN:** -

**Email Address:** sally\_wilson@east.hroc.navy.mil

## EXPERIENCE

**10-1999 to present;** hours per Week; Human Resource Specialist; GS-0201-11; last promoted 10-2001; permanent employee  
Service Center, East, Bldg. 17, Norfolk Naval Shipyard, Portsmouth, VA; Susie Q. Smith, 757-396-7751; may contact supervisor

Selected as a Human Resource Specialist Intern assigned to the External Recruitment Division for a one-to-two year training discipline of Recruitment and Staffing.

Provide noncompetitive recruitment and staffing services resolving problems of more than average difficulty for organizations characterized by hard-to-fill and one-of-a-kind positions(e.g., professional and either a

complex structure, because of the nature of its mission, or highly dynamic and unstable structure. Locate, interpret, analyze and apply qualification standards. Plan and execute intensive, imaginative recruiting campaigns, involving numerous public contacts at all levels with a variety of recruiting sources over a wide geographical area, utilizing special noncompetitive recruiting authorities and other recruitment techniques to locate and identify job applicants who are well qualified for specific positions. Perform job analyses and build

Once you click the “Submit Resume” button you will be directed back to your resume for final review. If your application is current and accurate, then click “Submit Resume” for final submission.



# Apply For Jobs

Civilian jobs that make a difference to our country and the world

## Resume Transmission Notification

Thank you for using the Department of the Navy's Apply Now Process

## Application Status

Your resume has been **SENT** to the Human Resources Service Center, EAST for consideration on EAST0201, HUMAN RESOURCES SPECIALIST.

No further action is required on your part to receive consideration for this announcement.

A courtesy copy of your request will be sent to [benita.flye@navy.mil](mailto:benita.flye@navy.mil) when it is **RECEIVED** at the Human Resources Service Center, EAST.

Close Window

Deputy Assistant

The applicant will receive notification that their resume has been sent to the appropriate region for consideration. A courtesy copy of the resume will be sent to the applicant via email.



# Apply For Jobs

Department of the Navy  
**CIVILIAN HUMAN RESOURCE**  
Department of the Navy, Civilian Human Resources

Civilian jobs that make a difference to our country and the world

## My Job Application

The Status of Your Job Application is Identified Below

### Application Status

You currently have a resume on file at the Human Resources Service Center EAST. You are strongly encouraged to use this resume to apply for EAST0342, SUPPORT SERVICES SPECIALIST. It is not necessary to submit a new resume if your resume information has not changed. Simply click the 'Apply Now' link below. If you need to update your resume with new information, then use the 'Go to My Resume' link below.

[Apply Now](#) | [Go to My Resume](#) | [Cancel Application](#)

Deputy Assistant Secretary of the Navy (Civilian Human Resources)  
This is an Official U.S. Navy Web Site

When an applicant has a resume on file at the region that posted the position, the “Apply Now” button is available. The applicant is encourage to use their current resume and select “Apply Now.” **NOTE:** **Prior to using “Apply Now”, applicants need to verify in “My Status” or “My Job Interests” that they have an active resume on file at the region.**



# Apply For Jobs

Civilian jobs that make a difference to our country and the world

## Apply Now Notification

Thank you for using the Department of the Navy Apply Now Process

## Apply Now Status

Your request to use your resume on file at the Human Resources Service Center EAST to apply for EAST0342, SUPPORT SERVICES SPECIALIST has been SENT for consideration for this announcement.

No further action is required on your part to receive consideration for this announcement.

A courtesy copy of your request will be sent to your email address when it is RECEIVED at the Human Resources Service Center EAST.

Close Window

This is the confirmation screen applicants receive when they use “Apply Now” function. **REMEMBER: Check “My Status” or “My Job Interest” prior to using the Apply Now function to ensure you have an active resume on file at that region.**

# My Job Interests

- Applicants can obtain information on positions for which they have applied.
- Applicants can determine what regions they have successfully submitted their resume to.
- Applicants can delete positions they are no longer interested in.



# My Job Interests

Civilian jobs that make a difference to our country and the world

[Home](#) [Search for Jobs](#) [My Account](#) [Applicant Information](#)

9/2/2003 5:50:24 PM

## Department of the Navy's Recruitment Suite for Applicants

Log in and click on  
My Job Interest.

➔ **My Account**  
Change your password and contact information

➔ **Search For Jobs**  
Search and apply for jobs

➔ **My Searches**  
Create and edit automated search agents

➔ **My Resume**  
Create and edit your personal resume

➔ **My Job Interests**  
Review your current job applications

➔ **My Status**  
Check for actions on current job applications

➔ **My Notices**  
Check on resume status and review recent activity

USMC

LOGGED IN

LOG OUT



### What's New...

**Server down 5/22/03** - The server will be down for maintenance on Wednesday, May 22, 2003 from Midnight EST to 4:00 AM EST.

**New Benefits Information Posted** - Check out the benefits section for new benefits information that we have posted.

**New DASH(CHR) Appointed** - Read the greetings message to Navy's DCPs, CDEEOs, and HROs.

**New National Security Personnel Web Site** - DOD's CPMS created a web site to includes analysis of NSPS, breaking news, related legislative initiatives, and more.

[View more news](#)

### DON Hot Jobs

#### INTELLIGENCE SPECIALIST

Grade(s): GS 11, 12.  
Location: WASHINGTON, DC  
Closing Date: 9/16/2003

#### FAMILY ADVOCACY TRAINING SPECIALIST

Grade(s): AD 7, 9.  
Location: KEYPORT, WASHINGTON  
Closing Date: 9/12/2003 (Midnight Central Standard Time)

#### PHYSICAL SCIENCE TECHNICIAN

Grade(s): DA 3.  
Location: SAN DIEGO, CALIFORNIA  
Closing Date: 9/27/2003 (Midnight Central Standard Time)

[More DON Hot Jobs](#)

### Upcoming Events

#### 06/16/03 - 06/21/03

LULAC, Orlando, FL. Hispanics Recruiting. [www.lulac.org/Events.html](http://www.lulac.org/Events.html)

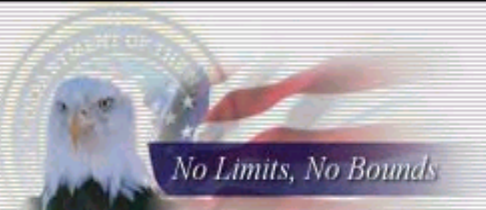
#### 6/16/03 - 6/16/03

NAACP Diversity Career Fair, Charlotte, NC. Diverse Professionals Recruiting. [www.naacpcareerfair.com](http://www.naacpcareerfair.com)

#### 6/24/03 - 6/24/03

NAACP Diversity Career Fair, Boston, MA. Diverse Professionals Recruiting. [www.naacpcareerfair.com](http://www.naacpcareerfair.com)

[More Events](#)



# My Job Interests

Civilian jobs that make a difference to our country and the world

[Home](#) [Search for Jobs](#) [Applicant Tools](#) [Applicant Information](#)

10/26/2003 1:53

## My Job Interests

To check the Regions where you have a current resume on file with the Department of the Navy, click the 'Check Resume Location' button below.

Check Resume Location

To view detailed information about the jobs you have applied to, select a Region where you have a current resume on file from the dropdown list below and click the 'Select Region' button.

Select Region

Select Region from the drop down box and click “Select Region” to view jobs applicant has applied to.

## Quick Tips

### General

You may use My Job Interests to view or delete your interest in specific jobs you have applied to within Department of the Navy.

### Where is my resume on file?

By clicking the 'Check Resume Location' button you can view details regarding the location of your resume throughout Department of the Navy Human Resources Service Centers (HRSCs).

### What jobs have I applied to?

After establishing the location of your resume, you can view specific information regarding the jobs you have applied to by selecting a region where your resume is on file from the dropdown menu and clicking the 'Select Region' button.

### Why is my Resume Currently in Process?

Once you submit a new resume to Department of the Navy, it takes approximately 24-48 hours to process your new resume through the system and for your new resume to appear in My Current Job Interests. You will see a message in red text stating that your resume is currently being processed once you select a specific region for details. You may still apply or reapply to positions during this time although this information will not appear in the Current Job Interests area until the resume has completed processing.

### Do I need to reapply to previous jobs when I submit a new resume?

You do not need to reapply to your previous job interests. You will be automatically reapplied to your previous job interests during a process run each night. If you do not want to wait for that process to complete, you may reapply to your previous job interests by clicking

## My Job Interests

To check the Regions where you have applied to the Department of the Navy, click the 'Check Resume Location' button.

Check Resume Location

To view detailed information regarding the location of your resume throughout the Department of the Navy Human Resources Service Centers (HRSCs), click the 'Select Region' button.

Select Region

Select Region

**East Region:** Active Resume (Report Date: 10/26/2003)

**Flye, Benita - Resume received on 6/21/2003**

### My Current Job Interests:

Date Applied	Announcement Number	Remove
6/21/2003	<a href="#">EAST0201</a>	<input type="checkbox"/>
6/21/2003	<a href="#">EAST0301</a>	<input type="checkbox"/>
6/21/2003	<a href="#">EAST0340</a>	<input type="checkbox"/>
6/21/2003	<a href="#">EAST0341</a>	<input type="checkbox"/>
6/21/2003	<a href="#">EAST0343</a>	<input type="checkbox"/>

Remove Selected Jobs

**Requested Geographic Locations:** Chesapeake, VA; Hampton, VA; Newport News, VA; Norfolk, VA; Portsmouth, VA; Suffolk, VA; Virginia Beach, VA; Williamsburg, VA; Yorktown, VA

## Quick Tips

Interests to view or delete your interest in the Department of the Navy.

### On file?

Click Resume Location' button you can view details regarding the location of your resume throughout the Department of the Navy Human Resources Service Centers (HRSCs).

of your resume, you can view specific information you have applied to by selecting a resume on file from the dropdown menu and clicking on the button.

### In Process?

When you submit a new resume to the Department of the Navy, it takes time to process your new resume through the system. Your resume to appear in My Current Job Interests page in red text stating that your resume is in process once you select a specific announcement to apply or reapply to positions during the processing time. Your announcement will not appear in the Current Job Interests page until the resume has completed processing.

### Remove jobs when I submit a new resume

When you submit a new resume, your previous job interests. You will see your previous job interests during a processing time. If you do not want to wait for that process to complete, you can remove your previous job interests by clicking on the Remove Selected Jobs button.

### Requested geographic locations?

When you submit your current Requested

Geographic Locations, you must submit a new resume and indicate your geographic locations in question 10 of the Additional Data Sheet.

Applicants can view the Announcement they applied into by clicking on the Announcement Number. An applicant can remove their resume from consideration from an Announcement by checking the Remove block beside the Announcement Number.

# My Notices

- Tracks activity on your account
- Notices are placed when the following occur:
  - Submit a new resume
  - Extend a resume
  - Use “Apply Now” function to apply to jobs
  - Change contact information



# My Notices

Civilian jobs that make a difference to our country and the world

[Home](#) [Search for Jobs](#) [Applicant Tools](#) [Applicant Information](#)

10/26/2003 7:21:41 PM

Department of the Navy's Civilian Hiring and Recruitment

Click to view My Notices

+ **My Account**  
Change your password and contact information

+ **Search For Jobs**  
Search and apply for jobs

+ **My Searches**  
Create and edit automated search agents

+ **My Resume**  
Create and edit your personal resume

+ **My Job Interests**  
Review your current job applications

+ **My Status**  
Check for actions on current job applications

+ **My Notices**  
Check on resum **My Notices** review recent activity



YOU ARE LOGGED IN

[LOG OUT](#)

## What's New...

**Important System Notice** - Due to system maintenance for HRSC-PAC and HRSC-SW, the ability to apply to some job opportunity announcements will be unavailable for approximately one week, beginning on October 17, 2003. Impacted job opportunity announcements will include a specific notice. We apologize for the inconvenience.

**The Department of the Navy's Civilian Hiring and Recruitment Tool** This is

## DON Hot Jobs

**INDUSTRIAL ENGINEER/OPERATIONS RESEARCH ANALYST**

## Upcoming Events

**10/28/2003 - 11/2/2003**  
MAES, Phoenix, AZ



# My Notices

Civilian jobs that make a difference to our country and the world

## My Notices

Your Recent Activity is Listed Below

Your recent activity is identified below. Please check the Quick Tips for a description of the events that are tracked in the My Notices section.

**You have not had any activity in the last 60 days**

Notices will appear when submitting a new resume, using Apply Now, extending the expiration of a current resume, upon updating contact information, or when removing a job from consideration from your resume.

## Quick Tips

### What events are tracked in My Notices?

Submitting an updated resume to a job you've previously applied to.  
Submitting a new resume.  
Requesting to use your current resume on file to apply for new jobs.  
Requesting to remove consideration for a job(s) on your current resume.  
Extending the expiration date of your resume.  
Updating your account contact information.

### How long will My Notices be displayed?

Notices remain listed for 60 days from the date posted.